

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
May 14, 2024
MINUTES
Conducted by Remote Participation

Call to order

Adam Delmolino called the meeting to order at 7:17 p.m. In attendance were trustees Heather Calvin, Jonathan Gates, Rebecca Gruber, Amy Hampe, and Rebecca Steinitz. Library Director Anna Litten and Assistant Director Lara Vilahomat were also in attendance. Stephen Quinlan joined the meeting at 7:25 p.m. Mr. Delmolino shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

Community Time

There were no comments from members of the community.

Approval of April 9 Meeting Minutes (vote)

Ms. Hampe moved to approve the April 9 Meeting Minutes. Mr. Quinlan seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Mr. Delmolino voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Steinitz voted aye. The Board approved the April 9 Meeting Minutes.

Approval of April 24 Special Meeting Minutes (vote)

Mr. Quinlan moved to approve the April 24 Special Meeting Minutes as amended. Ms. Gruber seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Ms. Steinitz voted aye. Mr. Delmolino abstained. The Board approved the April 24 Special Meeting Minutes.

Approval of May 13 Special Meeting Minutes (vote)

Ms. Calvin moved to approve the May 13 Special Meeting Minutes as amended. Mr. Delmolino seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Steinitz voted aye. The Board approved the May 13 Special Meeting Minutes.

Building Program Final Review (vote)

Ms. Litten provided an overview of the MPLCP grant evaluation rubric and how it informed her approach to constructing the Building Program. The Board discussed the Building Program. Ms.

Calvin moved to accept the Fox Branch Library Building Program pending final copy edits and revisions. Mr. Delmolino seconded the motion. Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Steinitz voted aye. The Board voted to accept the Building Program pending final revisions.

MPLCP Grant Application Report

Ms. Litten shared information on the full requirements and components of the MPLCP application, the weighted evaluation, and the current estimated cost projections.

Appointment of Nominating Committee (vote)

Ms. Calvin moved to appoint Ms. Hampe and Mr. Quinlan to serve as the nominating committee. Mr. Delmolino seconded the motion. The Board held a roll call vote. Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Steinitz voted aye. The Board approved the appointment of Ms. Hampe and Mr. Quinlan.

Poet Laureate Committee Report

Ms. Hampe reported that the Poet Laureate Committee approved an optional third year to the term of the current Arlington Poet Laureate, Jean Flanagan. The committee will also work on finalizing the application and beginning the process of finding the future Poet Laureate after Ms. Flanagan's tenure.

Preliminary Discussion of FY24 Review and FY25 Action Plan

Ms. Litten discussed avenues of support for future funding for the library, including the Fox Shop. Mr. Gates suggested an annual report from the Fox & Robbin Shop to the Trustees. Ms. Calvin proposed a future agenda item to discuss setting aside monies from the Fox & Robbin Shop to go towards the building project and Mr. Delmolino suggested identifying sources of funding dedicated to the Fox building project at the August trustee meeting.

Director's Report

Ms. Litten did not submit a written Director's Report. Ms. Litten shared that the Town of Arlington Facilities Dept received capital funding for \$725,000 for Phase 1 of a Robbins Library entry project in FY25. She also provided an update on the bid process for the Robbins Library Restroom renovation project.

Foundation Liaison Update

Ms. Hampe reported on the April 25 Foundation meeting. At the May meeting, the Foundation will elect officers and prepare for their final fundraising campaign, including another house

party scheduled for June 27. Ms. Litten shared that Marion Hanley will be retiring from her role and highlighted Ms. Hanley's contributions and many years of service.

Friends Liaison Updates

Ms. Gruber shared an update from the Friends of Robbins Library including the upcoming Children's Book Sale, the reallocation of funds and extension of the library's yoga program through the summer, and called out the Friends' success in program attendance this year. There was no update from the Friends of Fox.

Communications and Announcements

Ms. Litten announced that she will be at a table at Spring Fling and invited anyone who is interested to come join her at the library table.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: June 11, 2024

Adjournment (vote)

Ms. Calvin moved to adjourn. The Board held a roll call vote. Mr. Delmolino voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye and Ms. Steinitz voted aye. The meeting adjourned at 8:55 p.m.

Materials Distributed

- May 14 Meeting Agenda
- April 9 Meeting Minutes
- April 24 Meeting Minutes
- May 13 Meeting Minutes